

Montgomery County's Department of Liquor Control Supplier Pricing Procedures

This system will work with several browser and operating system combinations. For more information about which browsers and operating systems are compatible, please review the Supplier FAQ's. The FAQ section will contain this and other helpful information about hours of operation and general troubleshooting tips. This document will provide instructions on the setup and operation of the Supplier system. The next 14 pages will describe the one-time setup of Java and the APPX Java Client which is the software used to control the Supplier system. The detailed instructions for using the Supplier Portal follow the Java instructions and begin on page 15.

Installation Procedures for Installing Java Client and APPX Desktop Client for Supplier System

This is the first screen you encounter when attempting to enter the Supplier system. The screens and the processes below will only need to be performed the first time you attempt to use the supplier system on a particular computer. For some computer setups, this process may not need to be performed because Java is already installed on the system.



From the screen above, you may view these instructions, on the FAQ's for the Supplier Portal or you may enter the Portal itself. If you choose to enter the portal the next screen encountered will be the screen below. This screen allows the user to enter a password to get to the first step in entering the Supplier Portal.

DLC Suppliers Access Pricelist - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://development.montgomerycountymd.gov/apps/dlc/suppliers/login.cfm

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DLC Suppliers

Access Pricelist

Enter Login:

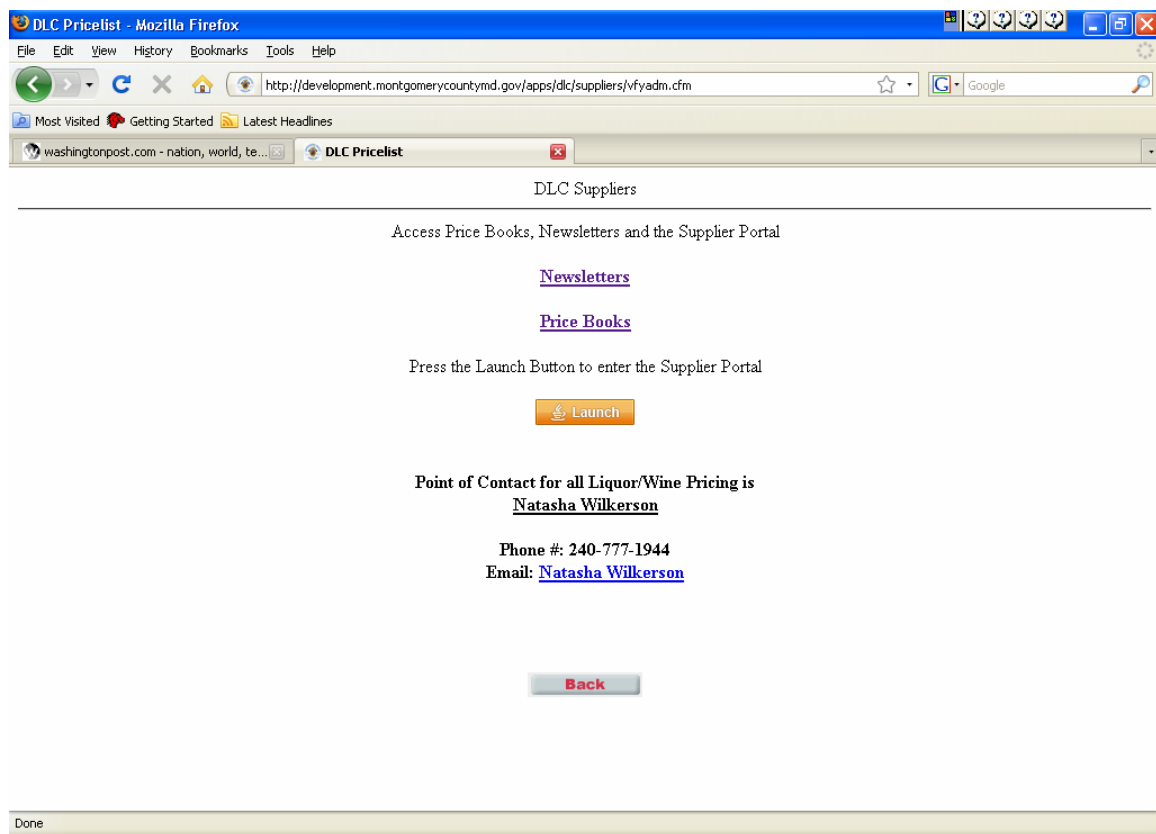
Done

Enter the password and press the ENTER key to navigate to the next web page. On this next page you will be able to link to the most recent as well as past newsletters and to link to the current price list for each product type. With the price books you are offered an option of viewing the books as a PDF document or in an Excel Workbook.

The other option provided is to enter the Supplier Web Portal. Pres the Launch button



to proceed. The screen below is displaying the web page described above.

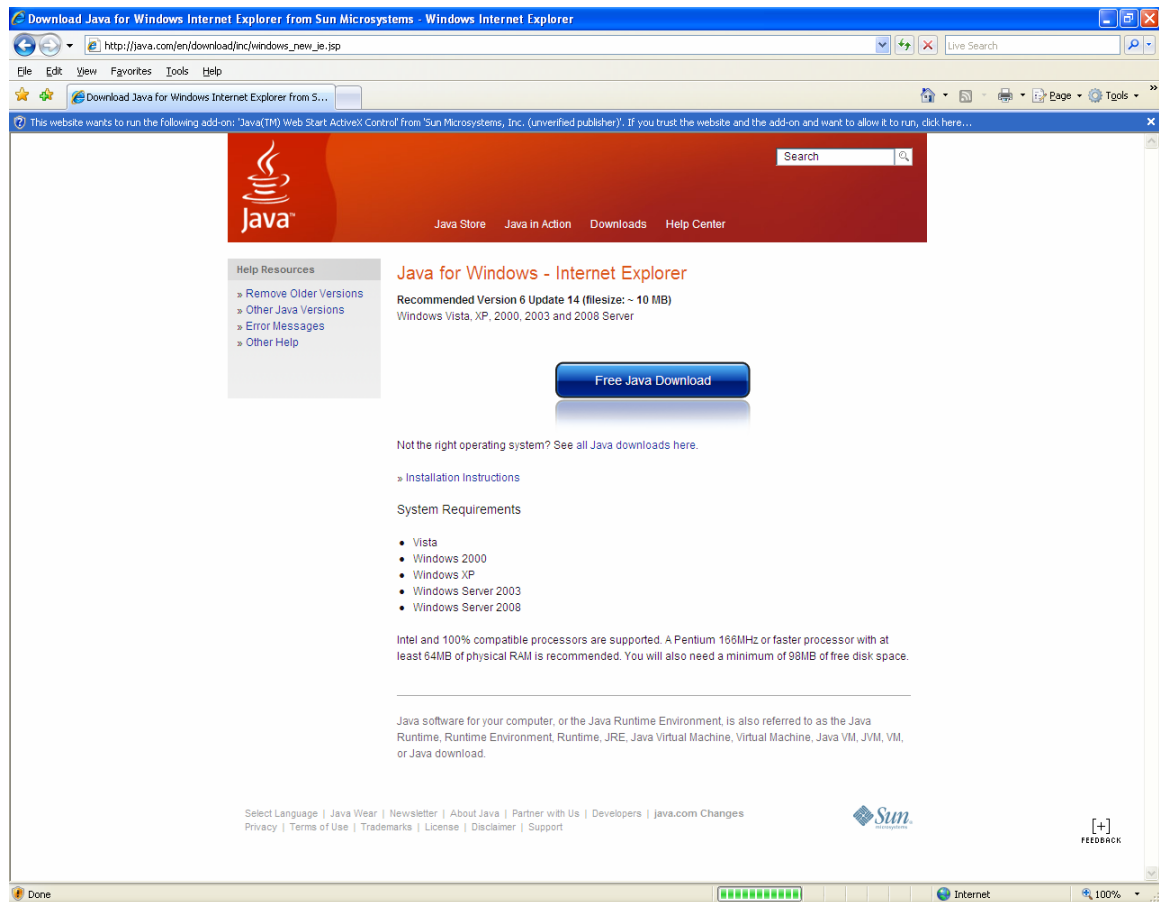


This screen shot is the first screen you may encounter after you press the Supplier system button. This screen may or may not appear depending on your Internet option settings.



This is the information bar message which should direct you to look at the top of the screen for an Internet Explorer security message. The security message states that “This website wants to run the following add-on: Java™ Web Start ActiveX Control from ‘Sun Microsystems, Inc. (unverified publisher). If you trust the website and the add-on and want to allow it to run, click here...” The place you will be clicking is in the banner which will be below the toolbar.

This is the next screen you encounter after you press the Close button on the screen above and acknowledge the presence of the security message.

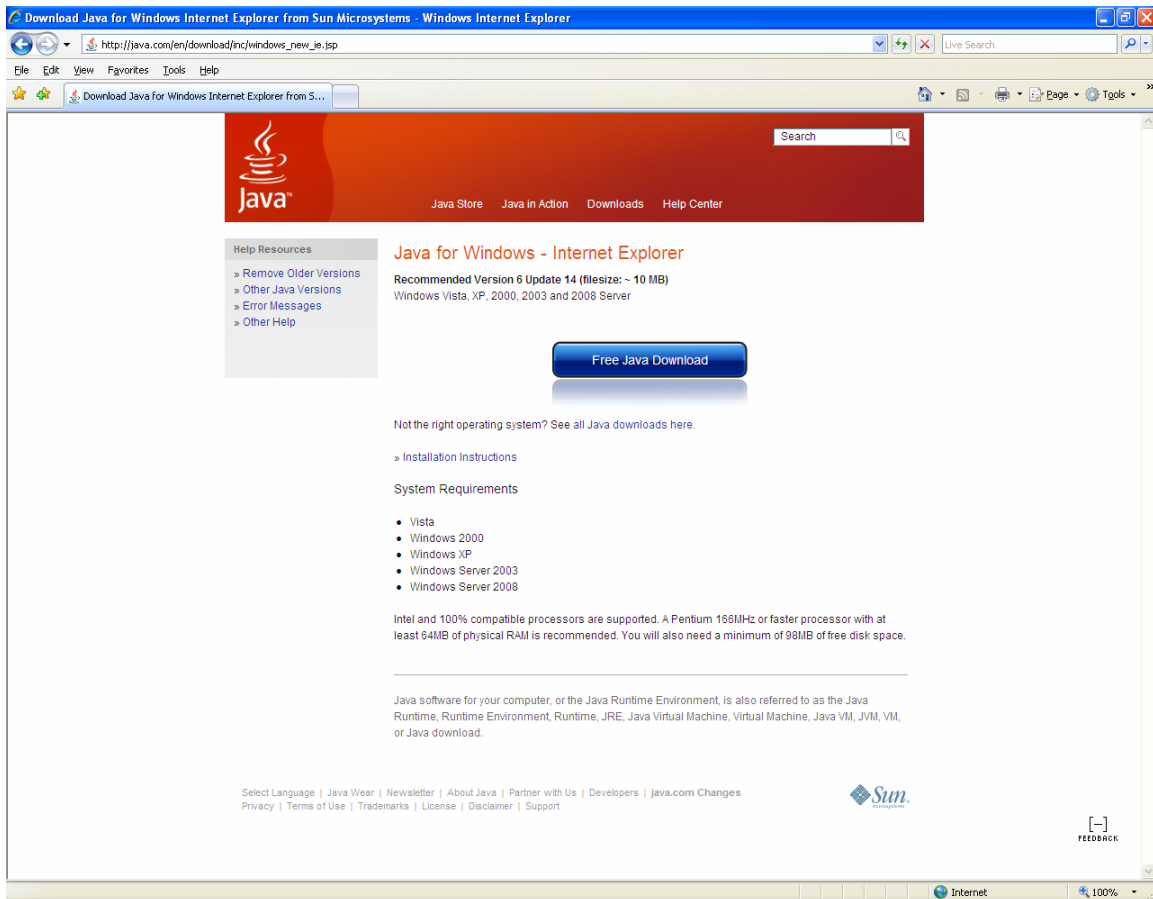


In the banner above, acknowledge that you want to run the ActiveX Control and the screen below will appear.

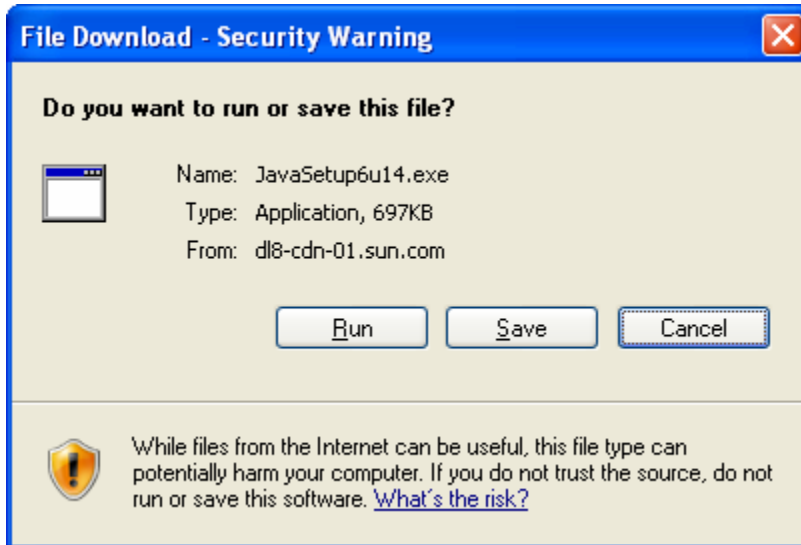


This screen indicates that you will run the ActiveX Control which will begin the process of installing the Java Runtime Client. Click the “Run” button to begin the process.

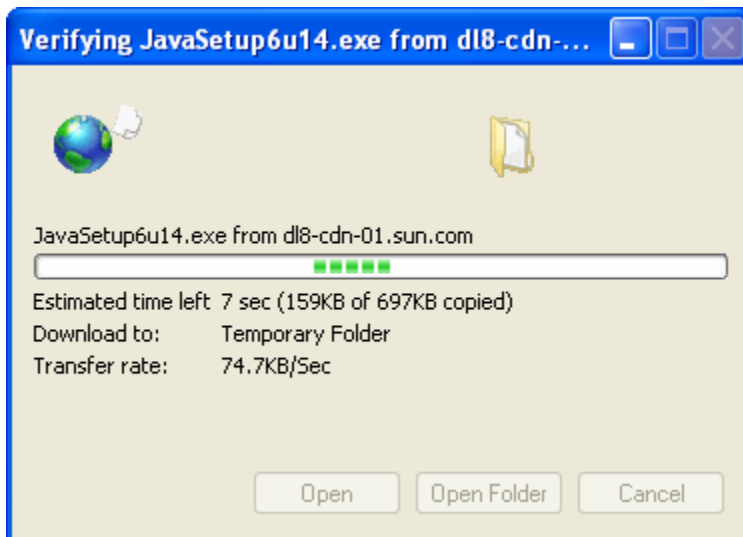
By clicking the “Run” button, you have now prepared your system to accept the Java installation. The next step is to actually start the downloading process. Click the “Free Java Download” button as viewed on the screen below to begin the downloading process. Notice the previous banner referring to the Active X control is now removed.



The screen below is requesting that you choose whether to “Save” the downloaded file to disk or to “Run” the download process interactively. Choose the option to “Run” the download by pressing the “Run” button on the screen below.



The download process will begin and you will see a screen similar to the one below:



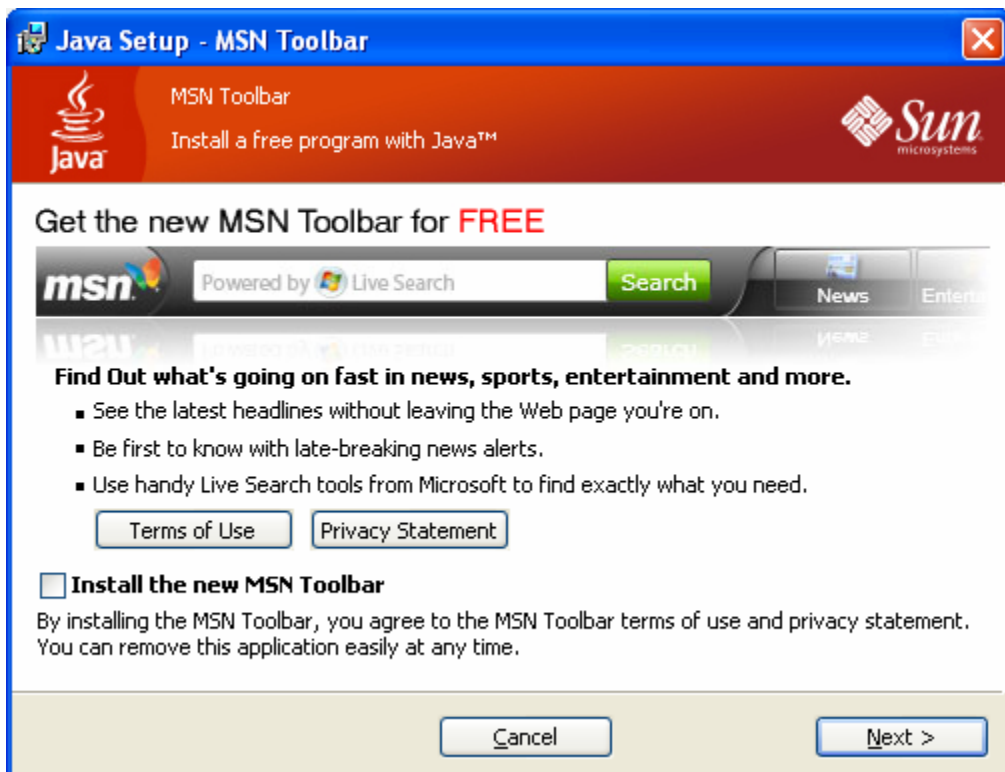
As you are downloading the software, you may encounter another security screen asking whether to always accept information from the Sun website, accept information from Sun website this time or never run software from the Sun website. Choose the option to always run software from the Sun website as indicated on the screen below.



The next screen encountered is the Java Disclaimer screen. This is where you are provided the option of view and accept the runtime license agreement. Press the Install button on the screen below to begin the installation of Java.



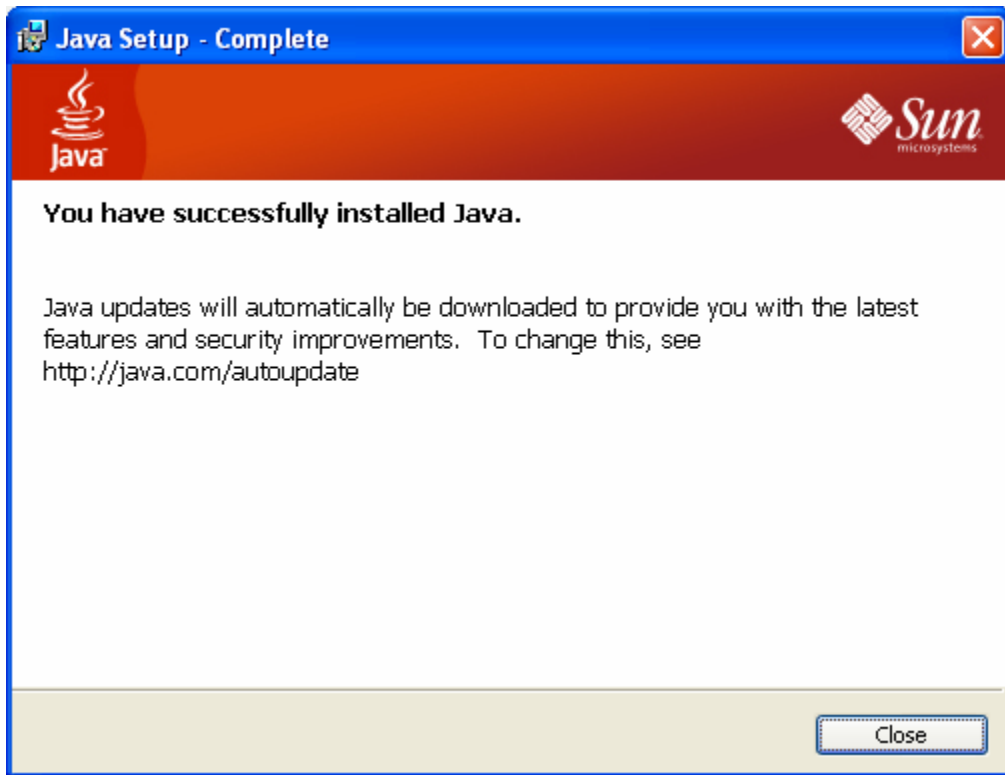
The next screen presented is for the option of installing the MSN toolbar. The MSN toolbar is not a requirement for running the Supplier system and we are not approving or disapproving its use. Either Click or UnClick the “Install the New MSN Toolbar” option depending upon your choice. Make certain that you understand that by installing this toolbar it will take some space on your browser screen. We have unclicked this option on the screen below.



The next screen will be the installation bars showing the progression of the install. Below is an example of this screen.



The final screen for the installation of the Java client is presented below. This screen may appear at the same time as the starting screen for the Internet Ordering installation process which will follow this screen in these instructions.



Press the Close button to remove this message from the screen.

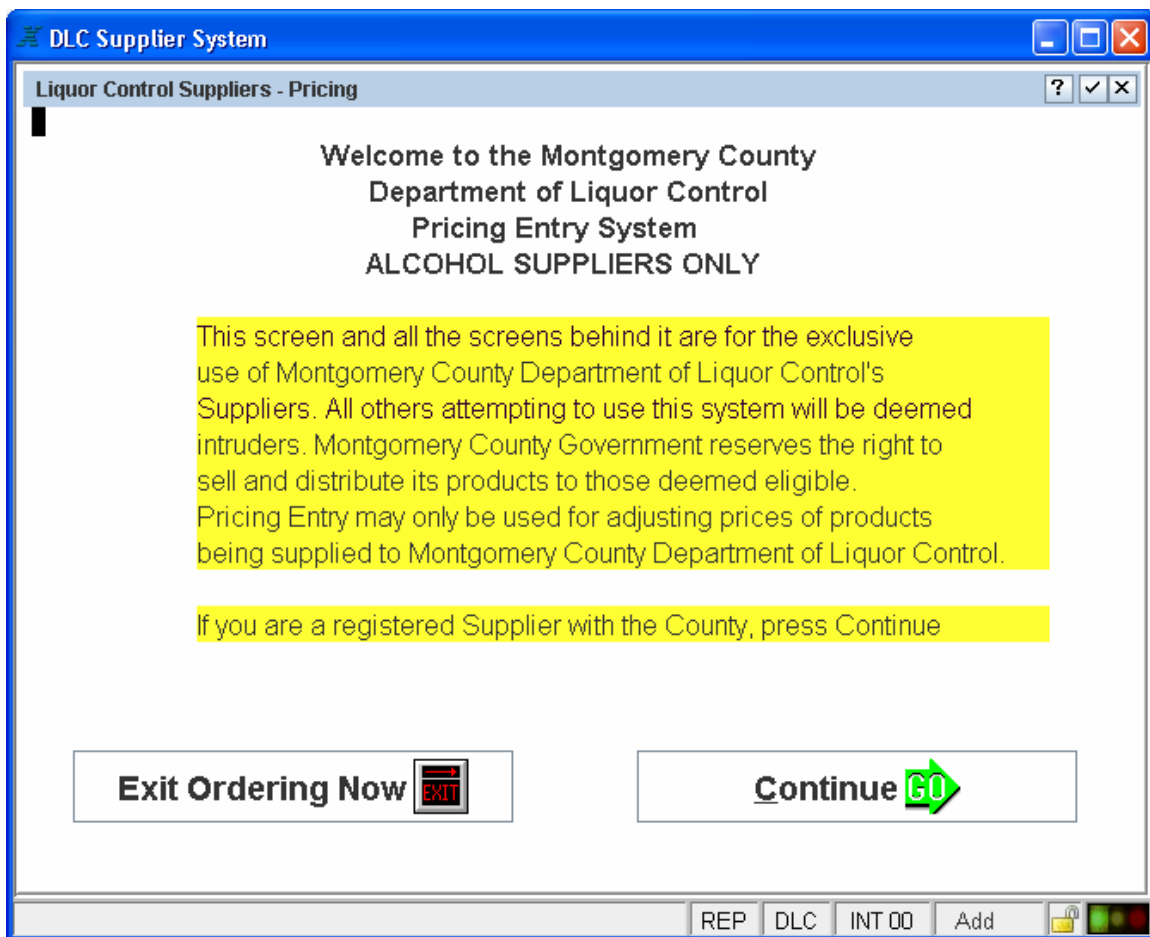
Once the Java installation is complete, the next screen that will appear will ask you to install the APPX Desktop Client for Internet Ordering. Press the “Run” button to begin the Desktop Client installation. The next screen which will appear after the java installation is complete will be the Supplier Startup screen.



Instructions for using the Supplier Web Portal

The first screen encountered once you have successfully installed the Supplier software and chosen to enter the supplier system is displayed below. This screen will appear in a separate window from your browser. If you do not see the new screen, check your taskbar and see if your operating system (Windows, MAC or Linux) may have opened a new window or tab but it is not at the top of your display. For other troubleshooting issues, please refer to the supplier FAQ's section.

This initial screen merely serves as a warning of who may use the software. Press the Continue button and you will be taken to the Department of Liquor Control's server.



This screen is displayed once you press the “Continue” button.

DLC Supplier System




Liquor Control Suppliers - Pricing


Welcome to the Montgomery County
Department of Liquor Control
Internet Pricing System

This Pricing process requires a password. The Password has been
provided to you by Montgomery County Dept of Liquor Control. It
is advised you change your password every 30 days.

ACCOUNT NO:

PASSWORD:

CANCEL  CHANGE PASSWORD  CONTINUE 

REP DLC INT 00 Add 

ALWAYS use the keys which are displayed for navigational purposes. If you do not see a choice for what you want to do such as, go back to a previous screen, then that option is not available to you. For navigational key descriptions, please refer to page 7.

Supplier Login

Account Number - The number assigned by Liquor Control.

Password - This is your Account Number until you change the password, which we advise.

Key your Account Number and Password in the appropriate boxes. If either one or both are invalid an error message will appear. Make the necessary corrections and press the ENTER key on your keyboard or move the mouse pointer to “CONTINUE” on the screen and press the left mouse button.

Your Account Name will display beside the Account Number. To continue press ENTER on the keyboard or click the CONTINUE button on the screen.

If you want to end this process, place the mouse pointer on the CANCEL button and press the left mouse button. This will end your session without any updates.

Error Messages and Actions

Invalid Account Number - correct the Account Number entered

The screen below displays what will occur if you enter an incorrect account number.

The screenshot shows a window titled "DLC Supplier System" with a subtitle "Liquor Control Suppliers - Pricing". The main text reads: "Welcome to the Montgomery County Department of Liquor Control Internet Pricing System". Below this, a message box states: "This Pricing process requires a password. The Password has been provided to you by Montgomery County Dept of Liquor Control. It is advised you change your password every 30 days." The "ACCOUNT NO:" field contains "54161" and is followed by the text "INVALID ACCOUNT NUMBER". To the right, a red error message "INVALID ACCOUNT" is displayed. The "PASSWORD:" field is empty, followed by the text "CALL 240777-1901". At the bottom, there are three buttons: "CANCEL" with an "EXIT" icon, "CHANGE PASSWORD" with a document and lock icon, and "CONTINUE" with a green "GO" arrow icon. A red status bar at the very bottom displays the message "Error - Customer record Not on File!! --more--" and includes navigation buttons: "REP", "DLC", "INT 00", and "Add".

Invalid Password - correct the Password entered

The screen below will be display if an incorrect password is entered.

The screenshot shows a Windows-style application window titled "DLC Supplier System". Inside, there's a sub-header "Liquor Control Suppliers - Pricing". The main text reads: "Welcome to the Montgomery County Department of Liquor Control Internet Pricing System". Below this, a multi-colored text box contains the message: "This Pricing process requires a password. The Password has been provided to you by Montgomery County Dept of Liquor Control. It is advised you change your password every 30 days." The login fields show "ACCOUNT NO:" with the value "2550" and the text "INVALID ACCOUNT NUMBER" next to it. The "PASSWORD:" field is empty, and "INVALID PASSWORD" is displayed in red text next to it. At the bottom, there are three buttons: "CANCEL" with an "EXIT" icon, "CHANGE PASSWORD" with a document and lock icon, and "CONTINUE" with a green "GO" arrow icon. A red error bar at the very bottom states "Error - You have entered the wrong password! Try Again!!". To the right of this bar are several small buttons: "REP", "DLC", "INT 00", "Add", and a status indicator with a lock icon and three colored lights (yellow, green, red).

DLC Supplier System

Liquor Control Suppliers - Pricing

Welcome to the Montgomery County
Department of Liquor Control
Internet Pricing System

This Pricing process requires a password. The Password has been
provided to you by Montgomery County Dept of Liquor Control. It
is advised you change your password every 30 days.

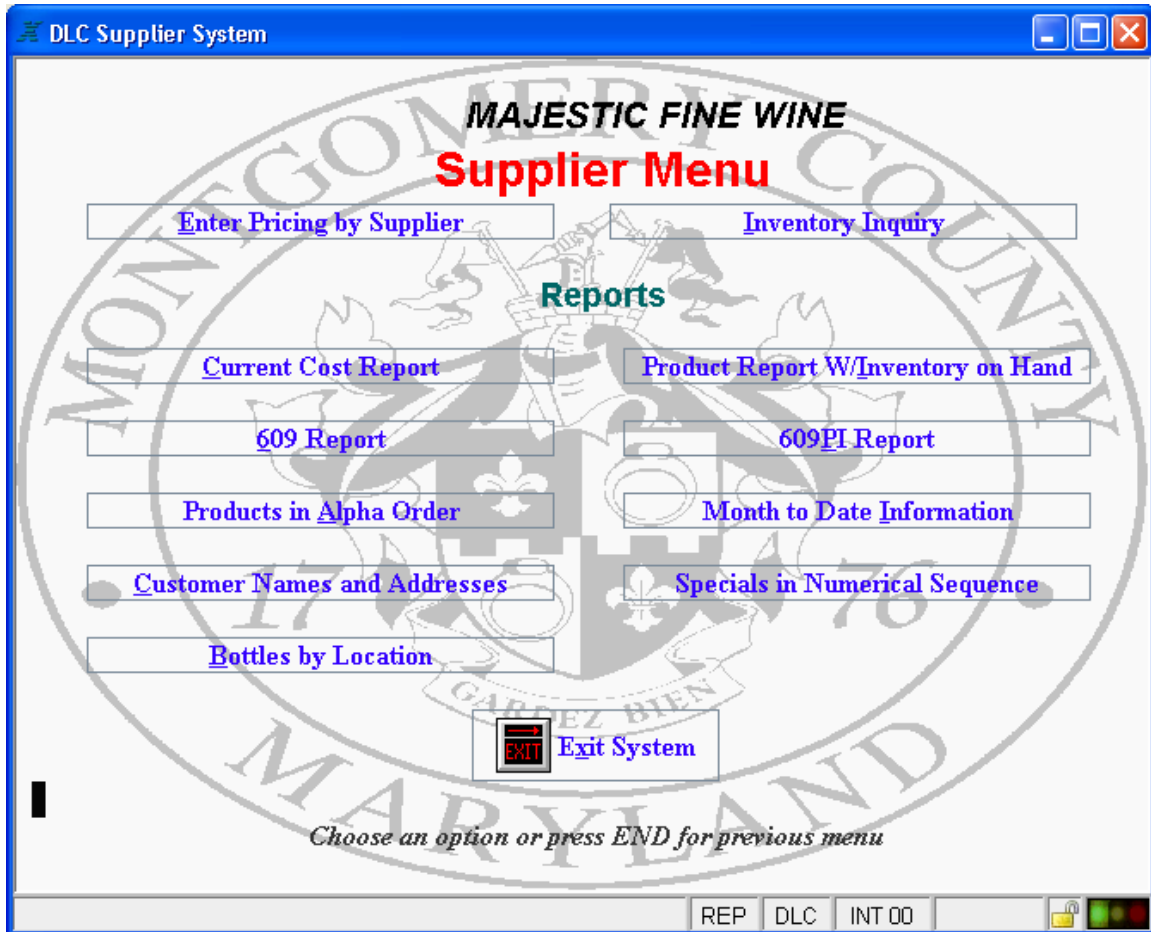
ACCOUNT NO: 2550 INVALID ACCOUNT NUMBER

PASSWORD: INVALID PASSWORD

CANCEL EXIT CHANGE PASSWORD CONTINUE GO

Error - You have entered the wrong password! Try Again!! REP DLC INT 00 Add

Once you have pressed the CONTINUE button, the menu below will appear. This menu allows a supplier to enter next month's pricing changes in the system and access a variety of reports.



The list of reports above is specific to each supplier. Each report will be produced as a PDF document and will then be available for the user to email, print or save via the user's PDF reader.

Below is a listing of each report which is on the Supplier menu and a brief description about each report.

Current Cost Report – Listing of products numerically to include all the pricing information about each product. Pricing includes cost, retail and wholesale price. Cost is broken down by supplier cost, freight, and taxes. Size and proof are also included on this report.

Product Report W/Inventory on Hand – Listing of all products carried by a supplier in numerical order which are currently maintained in the DLC warehouse system including their status (Active, Inactive, or Removable) and the current quantity on hand.

609 Report - Report of Sales & transfers out of the warehouse for the last 12 months. All quantities on this report are in terms of cases.

609PI Report – Report of Sales out of the warehouse with separate sales out of the stores for the last 12 months. All quantities on this report are in terms of cases.

Products by Vendor – Alpha Order – Listing of Products for the specific vendor in alphabetical order. This listing only includes active products.

Month to Date Information – Listing of products by product number and the activity which has occurred during the month for each product. Activity items include sales, transfers, claims, breakage and receiving.

Customer Names and Addresses – Listing of DLC Licensees and their current delivery addresses.

Specials in Vendor Sequence – Listing of special order products for a specific supplier. If the supplier only sells DLC stock items this report is unnecessary.

Bottles by Location Report – Listing of products and the quantity on hand at each of the DLC stores by store abbreviation. All quantities on this report are in terms of bottles.

After selecting to print each report provided in the portal, the screen below will appear in addition to starting the PDF reader of your choice. This screen serves as an indicator that your report has been sent to your PDF reader.

DLC Supplier System

PDF Print on Screen Dialog

The PDF Document that you requested to print on screen should now be visible in a separate viewer.

This dialog provides for job control and handling of the print file.

Disposition Selections

☒ Print on Screen? ☐ Print Hard Copy? ☐ Print Summary Only?

Record Limit: Format: **PDF**

Printer ID: **WINCLIENT** Client-side Printer
Form ID: **PDFPORT** Portrait Letter - PDF

Print Mode: **KEEP** Print File Disposition: **SCRATCH**
Priority: **H** Print Spool Date/Time: **MM/DD/CCYY hh:mm ss.th**

Number of Copies: **1** ☐ Notify User When Done? ☐ Print Banner?

Print File Pathname: e:\appx\data\PRINT\REP\CUSTNA00.pdf

Continue **Cancel**

REP DLC DAR 00 Chg [System Icons]

Press the Continue button and the system will return to your main Portal menu. Any saving of the report, emailing the report or printing of the report should be done through your PDF reader.

Enter Pricing by Vendor

Product Pricing

Pressing the “Enter Pricing by Vendor” button will produce the screen below specific to the supplier. The pricing screen will appear with a list of the products which DLC has on file for each supplier.

Supplier Cost Entry

272 MAJESTIC FINE WINE Period November 2009

Product Number & Description	Bottles per Case	Size	Current Cost	New Cost
49700 AL ARROWOOD CHARD RES SPECIAL 6/C	6	750ML	130.00	.00
73881 ST CALINA RES CAB	12	750ML	59.00	.00
73890 ST CALINA RES CARMENERE	12	750ML	59.00	.00
73911 ST CALINA RES CHARD	12	750ML	59.00	63.00
73920 ST CALINA RES MER	12	750ML	59.00	63.00
74829 ST CAMBRIA JULIAS VYD P/NOIR	12	750ML	154.00	.00
42357 AL CAMBRIA JULIAS VYDS P/NOIR	12	375ML	80.00	.00
74810 ST CAMBRIA KATHERINES VYD CHARD	12	750ML	136.00	.00
10901 D CARDINALE MERITAGE 6/C	6	750ML	604.00	.00
29939 ST CARMEL ROAD MONTEREY CHARD	12	750ML	114.00	145.00
31356 SC FREEMARK ABBEY BOSCHE CAB	12	750ML	418.00	.00

Print Pricing Changes Enter Notes Submit Name Change Print Price List

EXIT Exit Pricing Record Page Record Page GO Save Record

Move to the appropriate record to make change in Cost
Press Save button to save changes

REP DLC INT 00 Chg

This screen displays the first 11 products along with the bottles per case, size and current cost. The item description is displayed next to the item code. The cursor will be positioned at the new cost field for each item. Move to the appropriate record and enter the new cost for the item. If there I no change, leave the cost at zero (.00). Press the “SAVE RECORD” button or the ENTER key on your keyboard to save the change and move to the next record. If you do not press the ENTER key on your keyboard or the “Save Record” button on the screen, your changes will not be saved. After you have completed the first screen press the page down button and the next page of products will appear if there are remaining items to be updated.

Navigating the Pricing Screen

All the navigational buttons are at the bottom of the screen. Your options from left to right are:



This button is for printing a report of all the changes which have been made. The report will be produced in Adobe PDF format. Any PDF reader should be able to display the document. Once the report is loaded in Adobe Reader, it can be printed to any local or network printer which is available.



Exit Pricing button is used to leave the pricing system.



Enter Notes allows the supplier to enter notes about the product that they would like to have reviewed by the purchasing department or the pricing department.



Submit Name Change allows the supplier to enter name change corrections. These corrections will not take effect automatically but rather will be reviewed by the purchasing department for verification and format structure.



Print Price List allows the supplier to obtain in PDF format a listing of all their products with the intended pricing. This listing will print the current prices for products without changes and will display the price change for products which are to be changed in the next month. For an actual current price list, refer to the DLC Supplier Website



This button is for moving to the next record.



This button is for moving to the next page.



This button is for moving to the previous record.



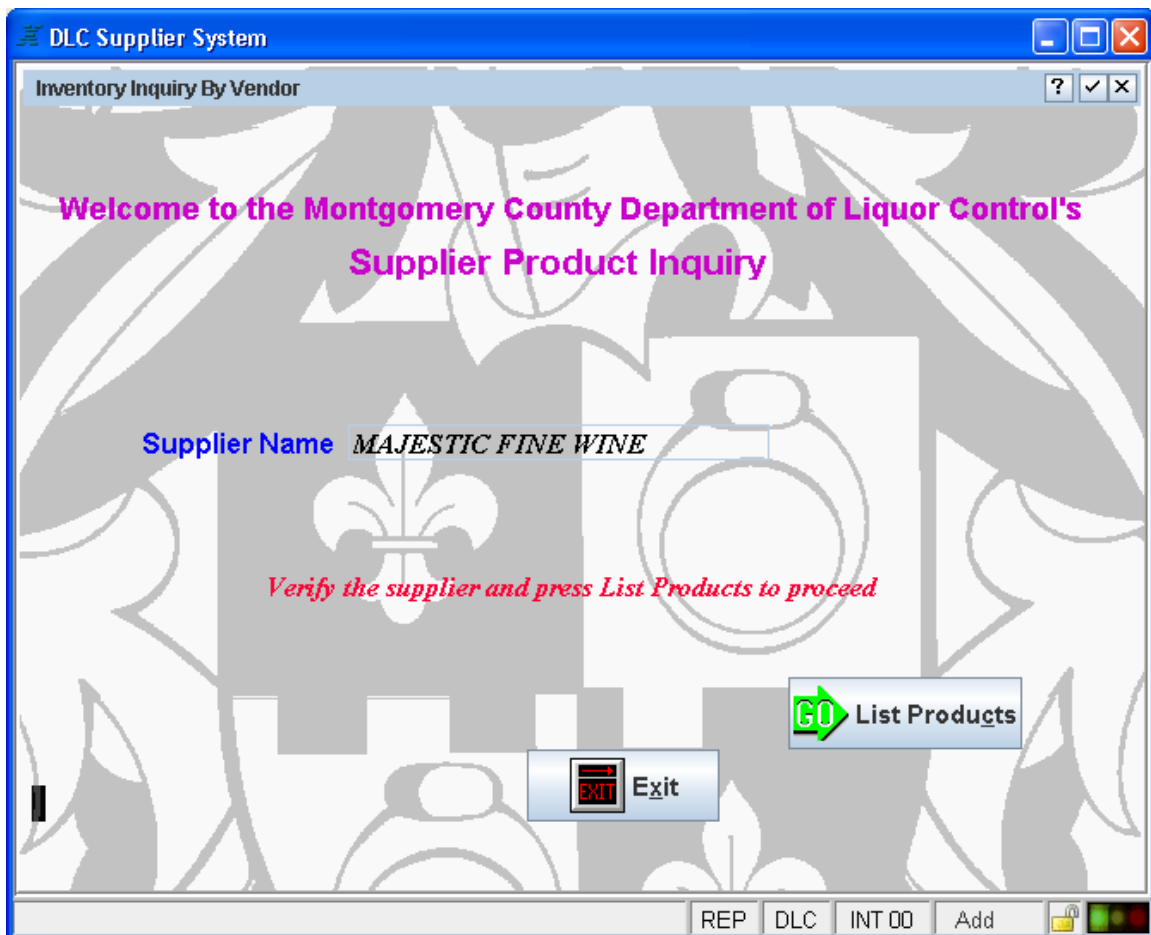
This button is for moving to the previous page



This button is for saving a pricing change once it is entered. The system will then move to the next record in alphabetical order.

Inventory Inquiry

Pressing the Inventory Inquiry button will produce the screen below. This screen will verify the supplier name.



If you wish to continue press the "List Products" button and a listing of products will appear for that supplier in numerical order.

Below is a sample of the listing which will appear. This listing includes the product number, TAG, name, size and bottles per case.

DLC Supplier System

Inventory Inquiry by Vendor - Products

MAJESTIC FINE WINE PRODUCTS

Product Number	Product Description	Size	Bottles Per/Case
10413	ST MURPHY GOODE CHARD	750ML	12
10901	D CARDINALE MERITAGE 6/C	750ML	6
11142	ST K JACKSON GRAND RES MER	750ML	12
17000	ST K JACKSON GRAND RES CAB	750ML	12
18830	ST K JACKSON GRAND RES CHARD	750ML	12
18988	ST ARROWOOD GR ARCHER CAB	750ML	12
28789	ST MATANZAS CREEK CAB	750ML	12
28827	ST MATANZAS CREEK MERLOT	750ML	6
29769	ST K JACKSON VINT RES SYR	750ML	12
29939	ST CARMEL ROAD MONTEREY CHARD	750ML	12
31356	SC FREEMARK ABBEY BOSCHE CAB	750ML	12

REP DLC INT 00 Inq

You may use the keyboard arrow keys to move to a product which you want to review and press the ENTER key to select the product or you may use the navigational keys below to move around this screen.

Navigating the Inventory Inquiry Screen

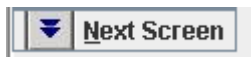
All the navigational buttons are at the bottom of the screen. Your options from left to right are:



Next Record button is for moving to the next record.



Previous Record button is for moving to the previous record.



Next Screen button is for moving to the next page.



Previous Screen button is for moving to the previous page



Search Alphabetically button is for displaying a listing of the supplier's products in alphabetical instead of numerical order



Choose Starting Point button is for clearing the screen and entering in the starting product number. Once you have entered the appropriate product number press the "Select Product" button to display products beginning with the product number entered



Select Product button is to display a beginning product and a listing of products after it if used in conjunction with the "Choose Starting Point" button above. If a product is already highlighted and selected, this button will navigate to a detail screen about the particular product selected



Completed Inquiry button is used to leave product inquiry and return to the Supplier Portal menu.

If you choose to select a product using the “Select Product” button on a selected product, the screen below will appear. This is a detail information screen which will display all the demographic information which DLC carries on a specific product.

DLC Supplier System

Warehouse Inventory

Product	18830	Tag	ST	K JACKSON GRAND RES CHARD	Status	
Product Class	872			VARIETAL, AMERICAN WHITE	Location	8332
Product Short Name	KJ GRD RES CHARD		BYPASS PRICE?	<input type="checkbox"/>	Microbrew?	<input type="checkbox"/>
Region	CA1 NORTH COAS	Brand	246 KENDALL JA	Type	W25 CHARDONNAY	
Package		Category	W49 AMERICAN WHITE	Vintage		
Bottles Per Case	12	Product Size	750ML	Age		
Gallons Per Case	2.37800	Stock Item?	<input checked="" type="checkbox"/>	Proof	12.00	
Stamp Gal Per Case	2.37800	Ounces Per Bottle	25.368	Weight	35.000	
Cost	142.0000	Freight	.0000	Excise Tax	.9600	Tot Cost 142.9600
BOTTLE Wholesale Price	16.0900	Retail	20.6500	Bot Cost	11.9133	
CASE Wholesale Price	193.08	Retail	247.80	Cur Price	193.08	
Cases On Hand	129	Bottles On Hand	4	Pallet Size	56	
Cases Committed	4	Total WH& Stores	205	Vendor Code	000000	
Reorder Vendor	272	Plant	MAJESTIC FINE WINE			
On Order	84.00					

The above information includes demographic and pricing information which is current. It does not show new pricing which may have just been entered for a future month. There are several options at the bottom of the screen which will provide additional information about the product.

Navigating the Warehouse Inventory Screen



The Stores button will display a listing of each of the DLC stores and the number of bottles of the product which are available for sale in each store.



The Promos button will display any current promos which are available for the product



The Stats button will display historical sales of a product including the current quantity available in the warehouse and number of days of inventory on hand for the product. Number of days of inventory are based upon a 30 day month.



The Exit Product button will leave the detail product screen and return to the scrolling screen of products for the supplier.

Exiting the System

Once at the Supplier Portal menu, press the “Exit” button at the bottom of the screen. This will return you to the portal menu. Once you return to the menu you may view or report on any of your products. Once you are done, you should close the browser session which initiated the pricing update process in order to maintain security of your system as well as the DLC system.